

LEAD CUSTODIAN

DEFINITION

To lead and participate in a wide variety of custodial duties in the City's offices, public buildings, and other City related areas in accordance with established procedures; to perform minor building and related equipment repair work; and to assist in the planning of major cleaning projects, training, and building security.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Custodian series. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees in this class are distinguished from the Custodian by the performance of the full range of duties assigned including providing lead support in a designated work shift or crew.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Custodian; and provides functional and/or technical guidance to Custodians in a designated shift or crew.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Lead and participate in the performance of custodial duties in the City's offices, public buildings, and other City related areas in accordance with established procedures.

Assist in the planning of major cleaning projects.

Assist in the coordination of room set ups for meetings and other City functions; read room/area set up diagrams.

Assist with changes in scheduled assignments when short-staffed; perform routine and difficult custodial duties.

Provide input on designated crew evaluations.

Assist in the training of custodial staff including part time and temporary employees.

Oversee the lock up and security of assigned buildings and facilities; assist in vandalism prevention and reporting.

Complete routine records such as supplies and work orders.

Drive a City vehicle to travel between various City facilities.

Sweep, mop, strip, wax, and seal floors; vacuum and shampoo rugs and carpets.

Clean and sanitize restrooms; fill and replenish supplies.

Remove work-related hazardous waste materials.

Dust and polish furniture and woodwork; empty and clean waste and recycle receptacles.

Perform minor building and related equipment maintenance repair work; maintain proper care of equipment used in the course of work; operate standard custodial equipment.

Pressure wash exteriors of buildings; wash windows.

Identify and label all chemicals used in the course of work in accordance to OSHA requirements.

Maintain flags and repair flagpole equipment.

Change incandescent bulbs and fluorescent lamps as needed.

Keep work-related records.

Lead and assist in requested inter-office moves.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in custodial work.

Principles and practices of conflict resolution.

Safe work practices used in custodial work, including the use of personal protective equipment.

City's waste management plan.

English language.

Ability to:

Lead and participate in all types of custodial duties.

Safely operate custodial equipment and use cleaning materials with skill and efficiency.

Work effectively at remote locations without direct supervision.

Use tools in minor maintenance work.

Learn how to handle blood borne pathogens.

Learn and train staff to properly use personal protective equipment.

Understand and follow oral and written instructions.

Work evenings, weekends, and holidays.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

In the absence of the Senior Custodian, assume responsibilities as needed.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey level custodial/janitorial experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, walk or stand for long periods of time. See in the normal vision range with or without correction to read labels on cleaning equipment and supplies; hear in the normal range with or without correction. Continuously bend, stoop, crouch, kneel, climb, balance, stretch, and reach; lift up to 75 pounds.

WORKING ENVIRONMENT

Work is regularly performed in an indoor and outdoor environment; some work is done on rooftops, ceiling crawling spaces and beneath floor boards. There is exposure to noise, dust, water, and cleaning agents.